

CALIFORNIA EDUCATIONAL FACILITIES AUTHORITY

915 Capitol Mall, Suite 590

Sacramento, CA 95814

Telephone: (916) 653-2872

Telecopier: (916) 653-2179



MEMBERS:

Bill Lockyer, Chairperson
State Treasurer

John Chiang, Vice Chairperson
State Controller

Michael C. Genest, Director
Department of Finance

Sylvia Scott-Hayes

Michael L. Jackson

EXECUTIVE DIRECTOR:

Jose Gomez

JOB OPPORTUNITY BULLETIN

**Class: Associate Treasury Program Officer/ or
Staff Services Analyst**

Tenure: Permanent

Time Base: Full-Time

**Salary: \$2817 - \$4446 SSA
\$4400 - \$5348 Assoc TPO**

Under the direction of the Executive Director or the Treasury Program Manager II, provides analysis of bond financings; tracks information necessary to monitor the Authority's bond issues; assists with analysis relating to loan programs and services provided by the Authority; and provides program assistance to the staff and public. The analyst may perform the following essential functions. The complexity of the duties will be modified to be consistent with the classification of the candidate hired.

DESCRIPTION OF ESSENTIAL FUNCTIONS:

- Analyze and interpret applications for financing from a variety of non-profit private colleges and universities, including the type of project, use of funds, sources of revenue, historical and pro forma financial statements and projected debt service coverage; prepare written summary on financing to be included in recommendations to the Authority members for consideration and present applications orally at public meetings.
- Directs the maintenance of audited financial statements and other reports required of the borrowers after bonds are issued, by analyzing the final documents of each issue to determine specific requirements, verifying the receipt of required information, and comparing actual financial performance to covenants; assist in the preparation of reports to management and the financial advisor.
- Provide technical analysis to potential borrowers, bond investors, other governmental agencies and the public on the functions of the Authority and types of financing programs available, procedures and requirements for utilizing the services of the Authority, and processes selling revenue bonds to finance projects for eligible participants.
- Complete special projects as required by management involving existing or proposed financings and prepare reports to Executive Staff, State Treasurer's Office, Legislature, National Association of Educational Financing Authorities and numerous public and private entities.
- Monitor the required public hearing process for certain Authority bond issues; obtain necessary documentation from Bond Counsel and signatures for the State Treasurer. Perform other duties that assist management staff..

DESIRABLE QUALIFICATIONS

- Strong financial skills in accounting and auditing.
- Demonstrated ability to write and verbally communicate well.
- Ability to make presentations to management and others.
- Ability to handle multiple assignments and critical deadlines.
- Ability to quickly acquire technical knowledge.
- Computer skills, (Microsoft Word, Excel, and Access).

CONDITIONS OF EMPLOYMENT:

Fingerprinting and Background Check are required.

WHO SHOULD APPLY:

Individuals who possess the qualifications listed above and are interested in a lateral transfer or reinstatement may apply. This position is subject to SROA clearance policies. Surplus employees who meet the requirements are encouraged to apply. Employees in the State Treasurer's Office and the Authorities and Commissions are encouraged to apply if interested in the position.

Please state the source of your eligibility (i.e., list eligibility and score, SROA, surplus employee, reinstatement, etc.) If your source of eligibility is LIST ELIGIBILITY please provide proof of eligibility required for admittance to the SSA examination , i.e., college degree or transcript of completed number of units required for admittance to the exam. If you do NOT indicate the source of your eligibility, you may not be considered for an interview. Also, list the number "320-001-4223-002" next to the classification on your applications/resume, i.e., Associate Treasury Program Officer 320-001-4223-002.

FINAL FILING DATE:

Applications will be accepted **until filled**. Applications will be prescreened and only the most qualified individuals will be selected for an interview.

SUBMIT APPLICATIONS TO:

Cecilia Sanchez
Personnel Office
State Treasurer's Office
915 Capitol Mall, Room 538
Sacramento, CA 95814

IF YOU HAVE QUESTIONS, PLEASE CALL:

PUBLIC (916) 653-3100

CALNET (916) 453-3100

An equal opportunity employer - equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability religious or political affiliation, age or sexual orientation. The State Treasurer's Office complies with the Americans with Disabilities Act (ADA). If you need additional information or assistance, please contact the State Treasurer's Office at (916) 653-3147 or TDD (916) 654-9922.